WE CAN HELP YOU FIND THE RIGHT EMPLOYEE.

JOB ORDER FORM

THIS IS THE INFORMATION WE NEED TO ASSIST YOU IN YOUR HIRING PROCESS:

EMPLOYER: _____PHONE: _____EXT:_____

ADDRESS: _____ FAX: (_____)_____-_____

E-MAIL:_____CITY: -_____ ST: _____ ZIP:_____

JOB LOCATION: _____ MINIMUM AGE: _____ HRS/WEEK: _____

DAYS : M T W TH F SA SUN VAR   SHIFTS: DAY ___ AFT ___ EVE ___ GRAVEYD ___ ROTATE __

WAGE: $ _____ PER _____ JOB TITLE: _____

BENEFITS: PD VACATION? ___PD SICK LEAVE? ___PD HOLIDAYS?___INSURANCE?_____

OTHER:_____

EMPLOYER CONTACT:_____   _____
    (NAME OF PERSON PLACING JOB ORDER)   (NAME OF CONTACT PERSON)

REFERRAL INSTRUCTIONS:
_____

MOS. OF EXP REQ'D: _____ EDUCATION REQ'D: _____
    D E G R E E S / L I C E N S E S /
C E R T I F I C A T E S
ESSENTIAL FUNCTIONS, JOB DUTIES, PHYSICAL DEMANDS, WORKING CONDITIONS:
_____
_____
_____
_____

COMPETENCIES (INCLUDES KNOWLEDGE, SKILLS, ABILITIES):_____
_____

OTHER INFORMATION:
_____
_____

Job Order Form Additional Information

Please check off all the appropriate areas that relate to your current job opening needs, then fax or call the nearest Job Service Workforce center to post your job on our web site.

Testing

_____ Typing

_____ Data Entry

_____ 10 Key

_____ Spelling

_____ Computer

_____ Math

_____ Drug

_____ Physical Strength

Appearance

_____ Clean & Neat

_____ Good Personal Hygiene

_____ No Facial Jewelry

Laborer

_____ Have Own Tools

_____ Own Tool Belt

_____ Work in All Weather Conditions

_____ Forklift

_____ Boots/Gloves

_____ Work with Chemicals

_____ Transportation to Job Site

Physical Activity

_____ Climb Ladder

_____ Climb Stairs

_____ Lifting #Lbs

_____ Reach Above Head

_____ Sit

_____ Stand

_____ Stoop, Kneel, Crouch, Crawl

_____ Walk

_____ Work at Heights

Driving

_____ Clean Driving Record

_____ Current MT DL

_____ Special License(s)

_____ Endorsements

_____ DOT Physical

Computer

_____ Computer Literate

_____ Software

Competencies
(able to… or be… or have...)

_____ Accurate

_____ Adaptable

_____ Attention to Detail

_____ Customer Service

_____ Decision Making

_____ Dependable

_____ Fast Paced Environment

_____ Independent Worker

_____ Multi Task

_____ Organization Skills

_____ Prioritizing Skills

_____ Self Motivated

_____ Team Player

_____ Trustworthy

_____ Verbal Communication Skills

_____ Versatile

_____ Willing to Learn

_____ Written Communication Skills